

# BID SOLICITATION

Page 1 of 5  
Printed: 11/29/2005



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
CAPITOL HILL  
PROVIDENCE RI 02908

**BID NUMBER: B05851**  
**TITLE: PRINTING-FY07 BUDGET DOCUMENTS**  
**BID OPENING DATE AND TIME:**  
**12/12/2005 11:15 AM**

BUYER: JOHN COWELL  
PHONE #: (401) 222 - 2142 ext. 114  
BLANKET PERIOD: 12/1/2005 - 8/31/2006

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ONE CAPITOL HILL, 4TH FLOOR  
SMITH ST  
PROVIDENCE RI 02908

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ADMINISTRATION  
DOA CENTRAL BUSINESS OFFICE  
ADMINISTRATIVE SERVICES  
ONE CAPITOL HILL, 4TH FLOOR  
SMITH ST  
PROVIDENCE RI 02908

Requisition Number(s): R68A066465

Item	Class-Item	Quantity	Unit	Unit Price	Total
	BLANKET REQUIREMENTS: 12/1/05 - 8/31/06  PRINTING OF THE FY 07 BUDGET DOCUMENTS PER BID SPECIFICATIONS.				

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

DELIVERY: \_\_\_\_\_

RIVIP VENDOR ID#: \_\_\_\_\_

TERMS OF PAYMENT: \_\_\_\_\_

**DO NOT SIGN BID ON THIS PAGE!**  
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	<p><b>BIDDING</b></p> <p>(a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State.</p> <p>(b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered.</p> <p>(c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost.</p> <p>(d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request.</p> <p><b>ORDERING</b></p> <p>(a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period.</p> <p>(b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.</p>				

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	AWARDS EXTENDING BEYOND JUNE 30TH ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.				
1.0	966-86 PERSONNEL SUPPLEMENT (PRICE PER DOCUMENT)	600.00	EA		
2.0	966-86 PRICE PER ADDITIONAL PAGE - PERSONNEL DOCUMENT	600.00	EA		
3.0	966-86 PROGRAM BUDGET SUPPLEMENT (PRICE PER DOCUMENT)	600.00	EA		
4.0	966-86 PRICE PER ADDITIONAL PAGE - PROGRAM BUDGET SUPPLEMENT	600.00	EA		
5.0	966-86 EXECUTIVE BUDGET SUMMARY (PRICE PER DOCUMENT)	650.00	EA		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
6.0	966-86 PRICE PER ADDITIONAL PAGE- EXECUTIVE BUDGET SUMMARY	650.00	EA		
7.0	966-86 CAPITAL BUDGET (PRICE PER DOCUMENT)	525.00	EA		
8.0	966-86 PRICE PER ADDITIONAL PER PAGE 0 CAPITOL BUDGET	525.00	EA		
9.0	966-86 TECHNICAL APPENDIX (PRICE PER DOCUMENT)	600.00	EA		
10.0	966-86 PRICE PER PAGE - TECHNICAL APPENDIX	600.00	EA		
11.0	966-86 BUDGET AS ENACTED (PRICE PER DOCUMENT)	475.00	EA		
12.0	966-86 PRICE PER ADDITIONAL PAGE - BUDGET AS ENACTED	475.00	EA		
13.0	966-86 OVERTIME RATE	1.00	HR		
14.0	966-86 DOUBLE TIME RATE	1.00	HR		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
15.0	966-86 PERSONNEL SUPPLEMENT COVER /SEPARATORS	600.00	EA		
16.0	966-86 PROGRAM BUDGET COVER/SEPARATORS	600.00	EA		
17.0	966-86 EXECUTIVE SUMMARY COVER/SEPARATORS	650.00	EA		
18.0	966-86 CAPITAL BUDGET COVER/SEPARATORS	525.00	EA		
19.0	966-86 TECHNICAL APPENDIX COVER/SEPARATORS	600.00	EA		
20.0	966-86 BUDGET AS ENACTED COVERS	475.00	EA		
	CONTACT PERSON: TOM MULLANEY (401) 222-6414				
	DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.				
				<b>TOTAL:</b>	

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**Department of Administration, Budget Office**

**Bid Specifications – FY 2007 Budget Documents**

For more information contact: Thomas Mullaney  
(401) 222-6414

General Information:

- The Budget Office will make every attempt to provide documents to the printer by the dates or time intervals listed in the following schedule. Bids should assume these time frames and include all costs needed to meet these time frames (e.g. overtime requirements). Overtime costs will only be paid above the bid amount if the Budget Office fails to deliver a particular document by the date specified. Per hour overtime charges that will be applied in these instances must be provided as a separate item with each bid.

Document	To Printer From Budget	Returned by Printer
Personnel Supplement	1/4/2005	1/17/2006
Budget	1/6/2005	1/17/2006
Capital Budget	1/10/2005	1/17/2006
Technical Appendix	1/10/2005	1/17/2006
Executive Summary	1/12/2005	1/17/2006
Budget as Enacted	8/1/2006	8/30/2006

- The full compliment of all printed documents shall be delivered to One Capitol Hill and/or the State House (as requested by the Budget Office) no later than January 17, 2006.
- **Delivery of documents to the State House and the Department of Administration Building, Smith Street, Providence, RI is also to be included in bid price.** Specific delivery amounts by location to be specified by the Budget Office at time of delivery. Approximately one-half of the documents will be delivered to the State House and one-half to the Department of Administration Building.
- The Budget Office is requesting bids for covers/separators separately for all documents. One vendor will be selected to produce all covers and separators to assure consistency. However, due to very tight time frames in this year's production schedule, the Budget Office reserves the right to select separate vendors to print and bind selected documents.

## **Document Specifications:**

### **Covers and Separators**

**Cover:** 80lb. Finch or equivalent cover stock. No bleeds. Black and White photograph or other artwork to be provided for cover art. Single color ink (color to be chosen by Budget Office). All covers, except for Budget as Enacted, will be wraparound type; perfect binding, printed on front cover, inside cover and side binding. Budget as Enacted will be saddle stitch with printing on front cover and inside cover.

**Separator pages:** 70lb. Wausau Royal Fiber or equivalent. Black and White photographs shall be provided as artwork for the number of separator pages as listed below. Duplex printing on some separators will be required

Personnel Supplement: 11 separator pages; 7 with photographs or other artwork  
Program Budget Supplement: 16 separators; 9 with photographs or other artwork  
Executive Budget Summary: 13 separators; 7 with photographs or other artwork  
Technical Appendix: 8 separators; 7 with photographs or other artwork  
Capital Budget: 15 separators; 5 with photographs or other artwork  
Budget as Enacted: no separators

### **Documents**

Numbers of pages and separator pages per document are estimates based on prior year experience. Bids are to be on a per book basis and should assume this total number of pages. A separate quote on a per page basis should be provided for each document to accommodate pages in excess of the totals listed. Specific quantities required for each document will be established upon vendor selection, but will not be less than the amounts listed below.

#### **Personnel Supplement**

- 600 copies
- Text: 475 pages

#### **Program Budget Supplement**

- 600 copies
- Text: 530 pages

#### **Capital Budget**

- 525 copies
- Text 290 pages

#### **Executive Budget Summary**

- 650 copies
- Text: 250 pages

#### **Technical Appendix**

- 600 copies
- Text: 425 pages

## Document Specifications, continued

### Budget As Enacted

- 475 copies
- Text: 100 pages
  
- All materials to be submitted by the Budget Office to the vendor in a camera-ready format. The option of submitting in electronic format will be discussed with the vendor selected, but due to tight time frames at production time, this option may not always be viable.
- All documents to be printed on white 8.5" x 11" 50# text stock, in duplex format with black ink.
- Documents to be perfect bound (except for Budget as Enacted, which will be saddle-stitched).

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